

SOLICITATION NUMBER: 72066023R10019
ISSUANCE DATE: August 8, 2023
CLOSING DATE/TIME: September 12, 2023
 17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - Local Compensation Plan) – USAID Project Management Specialist (Youth and Education) - based in Kinshasa**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely

/s/

Sanoussi Traore
Contracting Officer

Physical Address: U.S. Agency for International Development Mobil Building N° 198 Avenue Isiro Gare Centrale / Gombe / Kinshasa Democratic Republic of Congo	Pouch address: Department of State 2220 Kinshasa Place Washington, DC 20521-2220	Tel: (+243) 81 555 4430 Fax (+243) 81 555 3528 http://www.usaid.gov/cg
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066023R10019
2. **ISSUANCE DATE:** August 8, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 12, 2023 at
17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** USAID/DRC, Executive Office/Human Resources Unit at
usaidhrkinshasa@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist - Education
6. **MARKET VALUE:** Equivalent to **FSN-12** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/DRC. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start on/a **January 2024** or earlier if required clearances are obtained. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the satisfactory performance, the continued need, and the availability of funds.
8. **PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of Congo with travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:**
 - **Cooperating Country Nationals as defined in AIDAR Appendix J:** “Cooperating country national (“CCN”) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.”
 - **Third Country Nationals as defined in AIDAR Appendix J:** “Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources”(See [22 CFR 228.15](#)).
10. **SECURITY LEVEL REQUIRED:** Security Certification issued by the U.S. Embassy Regional Security Office.
11. **STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The incumbent will serve as the FSN Deputy Office Director and in the absence of the Office Director and/or Deputy Office Director, s/he may act as Office Director/Deputy Director in concert with a Foreign Service Deputy Office Director. This position will be the highest-ranking FSN in the Youth and Education Office. Under the general supervision of the USDH Youth and Education Office Director, the incumbent is responsible for developing a clear sectoral vision, staying on top of research findings and DRC events in the sector, overseeing and ensuring quality design, implementation and monitoring of programs/projects related to the Youth and Education sector, covering all the programming in the areas of youth skills training, education finance of low-cost private schools, literacy and numeracy, reading and writing, pre-primary/early childhood development, education policies and reforms, education strategy, education in emergencies (EiE), in Democratic Republic of the Congo (DRC). Responsibilities include program/project development, coordination, monitoring and evaluation, reporting, and close collaboration with implementing partners (IP) to ensure implementation is carried out in accordance with USAID strategic objectives, policies, and regulations, and internationally recognized best evidence based. The Deputy Office Director serves as an integral and permanent member of the Youth and Education Team and represents the team at senior management levels. Other partners include peer donors and technical agencies, host government ministries, international organizations (IOs), local non-government organizations (NGOs), private sectors, and civil society organizations (CSOs) involved in Youth and Education in DRC. On specific matters, the Deputy Office Director serves as an occasional USAID/Youth and Education advisor to the host country Ministry of Primary and Secondary Education (MoE), Social Affairs (MSA), Youth and Citizenry, Gender, and to host country institutions such as the Education Thematic Group, Sectorial Concertation Committee, and Thematic Concertation Committees. The Deputy Office Director ensures Youth and Education elements are integrated in other sectors: Health, Democracy, Rights, and Governance, Economic Growth, and Environment. In addition, the Deputy Office Director liaises with Youth and Education Clusters and relevant units, including Cross-sectoral and Integration, Global Partnership for Education (GPE) funded projects, Learning and Local Solutions Teams, to share experiences and lessons learned on Youth and Education integration related issues and ensure that lessons learned are disseminated throughout the USAID/DRC Mission and the Agency, as appropriate.

The Senior Program Manager exercises extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. The Deputy Office Director may manage or oversee projects, with a program/project/activity portfolio that has an annual burn rate at least in the US\$20-40M range.

2. Statement of Duties to be Performed.

The Deputy Office Director is responsible for all aspects of Agency Youth and Education programs/projects: planning, designing, organizing, implementation, coordinating, and monitoring for results. The Deputy Office Director serves as a Senior Policy Advisor or

consultant to host-government and other in-country partners in matters related to activities in the Youth and Education sector.

1. Technical Leadership and Program Management and Oversight 60%

In carrying out these responsibilities, the Deputy Office Director:

Technical Leadership

1) Takes an active role in developing Youth and Education programs goals, objectives, and initiatives; preparing required design documents, directives, memoranda, statements, and proposals, introduces new initiatives and recommends effective operations consistent with the USAID's Youth and Education strategic frameworks and its development objectives, including promoting participatory, representative, and inclusive strategic processes and government institutions, fostering greater accountability of institutions and leaders to citizens and to the education strategy, protecting and promoting universal education recognized education access, quality, and governance principles and practices across USAID's development portfolio.

2) Works closely with senior and mid-level host-government ministry officials, institutions, and international and nongovernmental organizations and Global Partnership for Education (GPE) to coordinate Youth and Education efforts, raise awareness among Youth and Education principles and civil society organizations on Youth and Education issues, and provide technical assistance.

3) Works closely with other USAID technical offices to integrate participation, inclusion, and country ownership throughout USAID's portfolio.

4) Ensures that Youth and Education and Education programs/projects/activities conform to USAID strategies, policies, directives, and guidelines.

5) Monitors, provides guidance to, and oversees results of activities funded through grants, contracts, cooperative agreements, and other mechanisms to accomplish Youth and Education strategic objectives; monitors implementation and collaborates with each partner organization on a regular basis to ensure program results are achieved; performs regular site visits and meets with representatives of each organization and the beneficiaries to review progress.

6) Carries out project management responsibilities for cooperative agreements, grants, and contracts under Youth and Education programs/projects/activities, provides appropriate technical directions and guidance and works in close collaboration with the Agreement Officers and Regional Legal Officer.

- 7) Mentor and support junior program managers by providing on-the-job-training to improve their skills.
- 8) Facilitates high level meetings with host country officials and implementing partners.
- 9) Responsible for drafting procurement documents as required: scopes of work, scopes of objectives, action memoranda, justifications, program descriptions, waivers, independent government cost estimates, pre-obligation checklists, activity checklists, IEE, RFA, RFP, activities extension, IP performance review for contract, etc.
- 10) Participates with IPs in the development of work plans for implementation of activities, activity monitoring plans, branding strategy and marketing plans.

2. Financial and Administrative Management 25%

The Deputy Office Director serves as a Technical Resource to USAID funded projects that receive Youth and Education funds, reviewing budget requests, monitoring financial reports, analyzing mortgage, preparing quarterly pipeline and accruals, providing any advice for appropriateness use of funds. In coordination with the Youth and Education Office Leadership, Mission Program Office and the Controller, work on the planning, allocation, and expenditures of the annual budget to ensure that implementing mechanisms receive appropriate and timely funds obligations.

The SPM is responsible for providing oversight and monitoring of program activities, including reviewing IPs narrative and financial reports, monitoring use of funds for adherence to proposed activities, preparing quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, and preparing quarterly accruals.

The Deputy Office Director maintains files and records specific to the programs/projects/activities for which he/she is responsible, including reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, assessment, evaluation, whenever possible these records will be filed electronically.

The Deputy Office Director prepares and occasionally presents briefings for USG high-level visitors and participates in making arrangements for visits and serves as a spokesperson as required. The Senior Program Manager serves as control officer for site visits for agency and inter-agency senior-level officials, as needed.

3. GDRC Capacity Building and Interagency Coordination 15%

The Deputy Office Director represents USAID and the USG at technical, policy, and strategic planning meetings, including meetings with collaborators and donor agencies, briefing senior Agency officials, US Mission Country Team members and interested officials of other USG agencies as appropriate. The Deputy Office Director participates as USAID representative at inter-agency administrative and strategic planning meetings including the Global Partnership for Education's and Education Cannot Wait funded projects.

The SPM coordinates activities through close working relationships with senior to mid-level officials in DRC's government, civil society organizations, and other bilateral and UN organizations to make sure that Youth and Education programs/projects/activities are aligned with other actors, carried out correctly, and in a timely manner; and, presents findings and recommendations for appropriate remedial action to correct identified program deficiencies including Education in Emergencies.

The Deputy Office Director serves as USAID representative on inter-agency technical working groups and Youth and Education Clusters including EIE for purposes of developing approaches to strengthening existing activities with minimal overlap and unnecessary duplication.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

"If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least 10 hours/week of training to a cooperating country national (CCN) designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable."

3. Supervisory Relationship: The specialist reports to the Education Office Director.

4. Supervisory Controls: The specialist exercises direct supervision over approximately three positions: two CCN positions. Also, in the absence of the Office Director and/or Deputy Director, s/he may act as Office Director/Deputy Director.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Determines minimum qualifications required for the position. Offerors who do not meet all the education, experience and language factors are considered NOT qualified for the position.

- a. **Education:** Completion of a master's degree in a specialty related to education or closely related international development field is required. Training should have included strong Youth and Education components.
- b. **Prior Work Experience:** A minimum of seven years of progressively responsible experience in the development, in the formal or non-formal education sectors, management, and evaluation of Youth and Education programs, including at the grassroots community level.
- c. **Language Proficiency:** Level IV English and French (fluent proficiency), both written and oral, is required. Language competence may be tested.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

Quality Ranking Factors (QRFs):

Job Knowledge (60 points)

- The Senior Program Manager must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the overarching problems of managing Youth and Education –related activities in the DRC, and the problems and policies in the DRC from the business, political, civil society, and social perspectives.

- The Deputy Office Director must have knowledge and understanding of the economic, political, social, and cultural characteristics of the DRC; development problems in the Youth and Education sector in DRC and the region; the resources, resource constraints, and overall development prospects and priorities of the DRC and the region.
- The Deputy Office Director must have knowledge and understanding of the organization and respective roles of the different levels of the GDRC in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation plans.
- Additional points will be given for work experience and education beyond the minimum requirements.

Skills and Abilities (40 points)

- The work requires excellent interpersonal skills, tact, and diplomacy in order to establish and maintain a wide range of senior-level and working-level contacts with Youth and Education programs in government, nongovernmental, and private-sector circles; the ability to work effectively within Team and inter-agency environments, and to guide and mentor others; strong management and analytical skills, in order to strategize, develop, and implement effective USAID-supported Youth and Education programs/projects/activities; and, strong budget tracking ability and administrative skills in order to track the performance of IPs.
- The Deputy Office Director must have the ability to interpret regulatory directives and related guidance; organize and present information, and to draft clear, concise documents.

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)**Total Possible Points: 100 points****SELECTION PROCESS**

After the closing date for receipt of applications, EXO/HR Unit will review all applications and will short-list the candidates who meet and/or exceed the minimum qualifications for the position. A committee will then convene to review applications that meet and/or exceed the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the evaluation process, the most qualified candidates may be requested to complete a written test and be interviewed either in person or by telephone at USAID's discretion. USAID will not pay for any expenses associated with the interviews.

Professional references checks will be made only for applicants considered for employment. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Note: Please be advised that references may be obtained

independently from other sources in addition to the ones provided by an offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

“USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.”

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete, sign and submit the offer form- DS-174 Application for U.S. Federal Employment with a cover letter and CV. All the three documents must be in English. The DS-174 Application form can be found in the US embassy website <https://cd.usembassy.gov/embassy/jobs/usaaid-jobs/> and in the USAID website <https://www.usaid.gov/democratic-republic-congo/work-with-us/careers>
2. Offers should also include a **supplemental document** of up to two pages that demonstrates how prior experience and/or training directly address the Quality Ranking Factors stated above (Job Knowledge and Skills and Abilities).
3. Offerors must provide a list of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone and e-mail numbers. The applicant's references must be able to provide substantive information about his/her past performance and abilities.
4. Offers must be received by **September 12, 2023 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
6. Offers must be submitted ONLY by e-mail attachment to usaidhrkinshasa@usaid.gov and the e-mail subject must say: **72066023R10019 USAID Project Management Specialist-Education**
7. Please submit the Offer only once; and
8. Late and incomplete Offers will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - Authorization for release of information form
 - Overseas Vetting Questionnaire
 - Diplomatic Security Identity Assurance System (DSIAS) enrollment form
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS (as applicable): 13th month bonus; 14th month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); Medical Benefits; Funeral/Death Plan, Annual and Sick Leave; Casual Leave; Maternity Leave (for female employees)
2. ALLOWANCES (as applicable): Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>TBC</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
 The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. FAR Provisions Incorporated by Reference

52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION JUN 2023

END OF SOLICITATION